

305. COLLATERAL DUTIES. All collateral duties will be assigned in a ship's notice, signed by the Commanding Officer.

305.1 ATHLETIC OFFICER

a. BASIC FUNCTION. The Athletic Officer will be designated in writing by the Commanding Officer to plan, organize, and administer the athletic aspects of the recreational services program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Plan, schedule, promote, and supervise unit athletic activities, including intramural, intermural and informal athletic activities.

(2) Coordinate programs, personnel, funds, equipment, and encourage participation in the athletic phase of the recreational services program.

(3) Be sure all personnel are apprised of the Navy sports program and the opportunities to qualify for national and international competition as outlined in the Afloat Recreation Manual.

(4) Be responsible for the procurement and maintenance of athletic equipment and assigned facilities as approved by the Recreational Services Officer and Commanding Officer. Equipment shall comply with national consensus agency standards and national sports governing body standards.

(5) Work with the Medical Department in planning and promoting physical fitness activities as outlined in the Physical Readiness Program, OPNAVINST 6110.1D.

(6) Serve as a member or an advisor to the Recreation Committee and Recreation Council, as appropriate.

(7) Recommend appointment of interested volunteers to assist in the Athletic Program.

c. ORGANIZATIONAL RELATIONSHIPS. The Athletic Officer reports directly to the Special Services Officer regarding the effective management of the athletic program.

d. REFERENCES

(1) BUPERSINST 1710.16 Afloat Recreation Manual (NOTAL)

(2) OPNAVINST 6110.1D

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## (2) OPNAVINST 6110.1D

(3) NAVSO P-3520 Accounting Handbook for Nonappropriated Funds (NOTAL)

## 305.2 BRIG OFFICER

a. BASIC FUNCTION. The Brig Officer will exercise positive supervision over the brig and all prisoners confined therein and is responsible to the Commanding Officer for the performance thereof.

## b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Be responsible for the confinement and safekeeping of prisoners from the time they are committed to his/her care by proper written order until the time they are properly released, subject to such orders as may be issued by the Commanding Officer.

(2) Prepare, issue, and revise, as necessary, written orders (including a daily brig routine and instructions to the brig staff and prisoners) necessary to carry out the provisions of the Corrections Manual.

(3) Inspect the brig daily to ascertain the condition of the prisoners and to care for their needs. When the Brig Officer is absent for any reason for a period in excess of 24 hours, the Command Duty Officer will make this daily inspection.

(4) Ensure all personnel assigned to brig duty are properly trained and qualified in accordance with SECNAVINST 1640.9A (NOTAL).

(5) Inspect all incoming and outgoing prisoner mail in accordance with the Corrections Manual.

c. ORGANIZATIONAL RELATIONSHIPS. The Brig Officer will report to the Executive Officer.

d. REFERENCE. Department of the Navy Corrections Manual, SECNAVINST 1640.9A (NOTAL).

## 305.3 COMMAND FITNESS COORDINATOR

a. BASIC FUNCTION. The Command Fitness Coordinator (CFC) will be designated in writing by the Commanding Officer to plan, organize, and administer the commands implementation of the Navy's physical readiness program as defined in OPNAVINST 6110.1D.

**b. DUTIES, RESPONSIBILITIES, AND AUTHORITY**

(1) Ensure the official physical readiness test (PRT), as scheduled by the Commanding Officer, is properly conducted.

(2) Maintain the command PRT Summary Report for the Commanding Officer.

(3) Design and implement the command directed physical conditioning program and when appropriate, coordinate with recreational services for required physical training or testing facilities.

(4) Advise the chain of command on all physical readiness program matters, particularly about members who need assistance in meeting physical readiness standards.

(5) Report to the command's safety officer any physical readiness program related injuries and provide documentation as needed.

(6) Distribute health and fitness materials in support of BUPERS health promotion initiatives.

(7) Maintain updated health and fitness educational resources for use by command personnel.

(8) Maintain individual member's most recent 6110/2 for four consecutive official tests.

(9) Instruct assistants, as appropriate, in conducting the PRT and command directed physical conditioning program following OPNAVINST 6110.1D. One assistant shall be designated for every twenty-five members being tested.

(10) Encourage assistants to complete the Navy Exercise Leadership course.

**c. ORGANIZATIONAL RELATIONSHIPS.** The CFC will report to the Commanding Officer for the physical readiness of the command and to the Executive Officer for the administration of the program.

**305.4 COMMUNICATIONS SECURITY MATERIAL CUSTODIAN**

**a. BASIC FUNCTION.** The Communications Security Material (CMS) Custodian, under the supervision of the Communications Officer, will be responsible to the Commanding Officer for the maintenance of the current allowance of CMS material. The CMS custodian will exercise control over the receipt, correction, stowage, security, accounting, distribution, and authorized

destruction of all CMS-distributed material. When the CMS Custodian is absent, the First Alternate will assume the custodian's duties. The CMS Custodian shall not be assigned any collateral duties.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Proper handling, control, and accountability of material issued to the command through the CMS System.

(2) Acquire, monitor, and maintain the command's required holdings of Communications Security (COMSEC) material.

(3) Maintain technical custody of all CMS publications and equipment.

(4) Make periodic inventories of CMS-distributed material and prepare required reports.

(5) Supervise correction of all COMSEC material and ensure that changes are properly made and receipts forwarded as necessary.

(6) Instruct designated CMS-users as to security and stowage requirements involved.

(7) Prepare for signature of the Commanding Officer and authenticate by signature on appropriate copies, all correspondence, semi-annual inventories, transfers of command, relief of custodian, routine destructions and other records and reports incident to duties of the CMS Custodian.

(8) Authenticate by initials, corrections made on routine accounting records and reports of CMS material on all copies thereof.

(9) Maintain a file of all general messages pertaining to CMS material, and advise the Communications Officer and the Commanding Officer of important information therein.

(10) Advise the Commanding Officer and other appropriate persons of changes in COMSEC regulations and material.

(11) Report any actual or suspected loss or physical compromise of classified information to the Commanding Officer, Communications Officer and Security Manager.

(12) Maintain a Destruction Bill for CMS material under his/her cognizance and arrange for destruction of such publications.

(13) Ensure that effective editions of all necessary CMS material are maintained in the crypto center, radio rooms, signal bridge and other spaces, as required.

(14) Carry out periodic destruction of superseded material following current instructions.

(15) Initiate requisitions for supplies, materials, and services within budgetary limitations established by the Operations Officer.

(16) Ensure the care and maintenance of equipment and spaces assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The CMS Custodian will report to the Commanding Officer for the performance of duties and to the Communications Officer for functional direction and administration. All subcustodians of CMS materials will report to the CMS Custodian.

d. REFERENCES

(1) CMS-4

(2) OPNAVINST 5510.1H--Information and Personnel Security

(3) U.S. Navy Regulations

305.5 CONTROLLED SUBSTANCES BULK CUSTODIAN

a. BASIC FUNCTION. The Controlled Substances Bulk Custodian should not be a medical department officer or independent duty corpsman with prescription writing authority or easy, frequent access to medicinals. He/she shall be appointed in writing and will be responsible for and maintain custody of all unissued narcotics, alcohol, alcoholic beverages and controlled drugs, including those contained in supply block (3) of all embarked medical units.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Be familiar with Chapter 21, Manual of the Medical Department (NOTAL) regarding the receipt, custody, and security of controlled substances.

(2) Maintain reports to substantiate proper receipt and expenditure of items in his/her custody.

(3) Ensure that an inventory of all drugs in his/her custody is held by the Controlled Medicinals Inventory Board as soon as possible after the last day of each month. Working quantities of drugs and narcotics may be issued by receipt to medical department personnel.

(4) Ensure the combination change envelope (SF 700) is in the custody of the Commanding Officer or his/her representative.

c. ORGANIZATIONAL RELATIONSHIPS. The Controlled Substances Bulk Custodian will report directly to the Commanding Officer in the performance of duties.

305.6 CRYPTO SECURITY OFFICER. Duties, responsibilities, and authority of the Crypto Security Officer are covered in CSP-1 (NOTAL).

305.7 CUSTODIAN OF CLEANING ALCOHOL. The Engineering Officer of the Watch or Engineering Duty Officer will have custody of the Engineering Department cleaning alcohol, which will be kept in locked stowage. The sole key to this stowage will be in the possession of the Engineering Officer of the Watch or Engineering Duty Officer.

#### 305.8 DIVING OFFICER

a. BASIC FUNCTION. The Diving Officer will be responsible, under the Commanding Officer, for safe diving operations.

##### b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Provide overall supervision of diving operations. Ensure strict adherence to procedures and precautions.

(2) Establish a diving training program and schedule frequent training dives to ensure that the divers are fully qualified.

(3) Supervise the maintenance of the diving locker and diving equipment.

(4) Supervise the maintenance of the Diving Log (DD 2544) and ensure that all required reports are made.

c. ORGANIZATIONAL RELATIONSHIPS. The Diving Officer will report to the Commanding Officer on safe diving operations from the ship and to the Executive Officer on administration and training of personnel. The Diving Officer will keep the Department Head and the Executive Officer informed of technical matters concerning diving operations.

d. REFERENCES

- (1) U.S. Navy Diving Manual (NAVSEA 0994-LT-001-9010)

305.9 ELECTRICAL SAFETY OFFICER

a. BASIC FUNCTION. The Electrical Safety Officer will be responsible to the Executive Officer in conducting an effective shipwide electrical safety program. He/she will be a technically qualified officer or senior petty officer.

b. DUTIES AND RESPONSIBILITIES.

- (1) Ensure that newly reported personnel are indoctrinated immediately in electrical safety precautions.

- (2) Indoctrinate all hands on electrical hazard awareness, shock prevention and general electrical safety precautions yearly.

- (3) Conduct spot checks of the electrical safety program to ensure that appropriate equipment is included, tested and tagged. Report discrepancies to the Engineer Officer, Safety Officer, and Executive Officer.

- (4) Following safety checks, approve/disapprove all personal electrical tools, equipment, and devices for use aboard ship.

- (5) Ensure that records verifying completion of electrical indoctrination and hazard awareness training are kept.

c. ORGANIZATIONAL RELATIONSHIPS. The Electrical Safety Officer will report to the Engineer Officer on the electrical safety program.

305.10 LIBRARY OFFICER

a. BASIC FUNCTION. The Library Officer will organize, plan, and administer a library service for unit personnel. On small ships the position of Library Officer may be filled by a petty officer.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY.

- (1) Assign library tasks and supervise the enlisted personnel assigned to the unit's library by the Administrative Assistant.

(2) Administer general library methods and procedures approved by the Recreation Council and the Executive Officer and submit recommendations for change in methods and procedures to the Recreation Council and the Executive Officer for approval.

(3) Supervise work which avails books, pamphlets, magazines, bulletins and newspapers to unit personnel.

(4) Supervise processing, cataloging and circulating of library books and material.

(5) Recommend library policies such as hours of service, and lending of books to encourage greater library use.

(6) Ensure well-lighted, quiet, attractive location for the library and equip it with comfortable furnishings, as practical. Ensure maintenance and cleanliness of the space.

(7) Assume accountability for library material.

(8) List new books received in the unit paper and in the plan of the day.

(9) Draft unit correspondence to Bureau of Naval Personnel (BUPERS) on library needs and the general condition of the unit's library collection.

(10) Initiate requisitions for desired books and periodicals not available through BUPERS to the Recreation Council. Handle purchase requisitions and supervise the installation of equipment.

c. ORGANIZATIONAL RELATIONSHIPS. The Library Officer will report to the Executive Officer for matters pertaining to the administration of the library. Personnel assigned to the library will report to the Library Officer.

d. REFERENCE. Naval General Library Manual. (NAVEDTRA 38021 (NOTAL)).

305.11 SHIP'S MAINTENANCE MANAGEMENT OFFICER. (Not applicable to CV/CVN which have Maintenance Management Departments.)

a. BASIC FUNCTION. The Ships Maintenance Management Officer (SMMO) will be responsible to the Commanding Officer for coordinating the planning, execution, and documentation of ship maintenance requirements at the depot, intermediate, and organizational levels.



**b. DUTIES, RESPONSIBILITIES, AND AUTHORITY**

(1) Act as the ship's single point of contact for external maintenance requirements/actions.

(2) Ensure all deferred maintenance is included in the CSMP and such data is both accurate and timely.

(3) Ensure that on-going ship's 3M training program achieves the objective of ensuring the required maintenance is defined in the CSMP and such data is accurate and timely.

(4) Ensure that all identified maintenance requirements by external organizations (i.e., inspection groups, MTT, INSURV, etc.) are properly formatted and entered into the CSMP in an accurate and timely manner.

(5) Coordinate the planning, scheduling and acceptance of repairs ship wide as they relate to both emergent and routine maintenance actions.

(6) Ensure that all requests for outside maintenance assistance and completed maintenance actions are properly documented in an accurate and timely manner.

(7) Coordinate with both internal and external repair activities to prevent work stoppage or delays.

(8) Ensure that accurate and timely status reports for on-going maintenance actions by external repair activities are provided to all concerned.

**c. ORGANIZATIONAL RELATIONSHIPS.** The Ships Maintenance Management Officer will report to the Commanding Officer via the Executive Officer regarding his or her assigned duties. The ship's 3M coordinator shall coordinate his or her efforts as they relate to CSMP/MDCS matters with the Ship's Maintenance Management Officer.

**305.12 MESS TREASURER**

**a. BASIC FUNCTION.** The Mess Treasurer is responsible for all financial matters of mess administration. All members of a mess who are attached to the unit for duty are eligible to serve as Mess Treasurer and, if appointed, will so serve. Officers or enlisted personnel E-6 and above charged with the custody or disbursement of public funds are not eligible to serve as Mess Treasurer. The Mess Treasurer will be appointed by the Commanding Officer after election by the members of the mess. The Mess Treasurer will normally be elected for periods of not less than

six months nor more than one year. By tradition, officers who have previously served as caterer or treasurer of that mess are often excused from further service.

**b. DUTIES, RESPONSIBILITIES AND AUTHORITY**

(1) Maintain records and forward reports as prescribed by the Naval Supply Systems Command. At the close of each month the financial reports will be reviewed to determine how well the mess is meeting its financial plan, and the ability of the mess to meet its current and future cash requirements.

(2) Incur no indebtedness which cannot be discharged by the funds appropriated by the mess. Pay all bills before leaving port unless unusual circumstances prevail. Should any bills remain unpaid, the number and amount will be reported to the Commanding Officer.

(3) The accounts of the Mess Treasurer will be audited as required by Naval Supply Systems Command.

(4) No stores will be procured by a mess whereby the supplier permits payment upon consumption.

(5) Without written authority from the Mess Treasurer and Mess Caterer, neither the Mess Management Specialist nor any other person will be permitted to incur indebtedness in the name of the mess.

(6) The Mess Treasurer will be responsible for accounting for all funds of the mess.

**c. ORGANIZATIONAL RELATIONSHIPS.** The Mess Treasurer will be responsible to the Executive Officer regarding assigned duties. Any persons assigned to assist the Mess Treasurer will report to him/her.

**d. REFERENCE.** Food Service Management-Officer's Quarters and Messes Afloat and Chief Petty Officer's Mess afloat, (NAVSUP P-486, Vol. II (NOTAL)).

**305.13 MESS CATERER**

**a. BASIC FUNCTION.** Daily operations of the wardroom mess(es) will be under the direct supervision of the Wardroom Mess Caterer. He/she will be responsible for the procurement, storage, preparation, and service of food in the mess. The Mess Caterer is the division officer for all personnel assigned. The Commanding Officer will normally appoint the Mess Caterer. Whenever possible, a Supply Corps officer, other than the Food

Service Officer, should be given consideration for assignment as the Mess Caterer. When a supply officer, who does not hold another accountable position, has been appointed Mess Caterer, it is recommended that he or she also be assigned the duties of Mess Treasurer. The Commanding Officer may permanently assign the collateral duty of Mess Caterer, or cause an election of the Mess Caterer on a periodic basis, with the members of the mess voting by ballot, except when a wardroom mess officer billet has been established.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY

(1) Be responsible for the efficient operation of the mess; supervise the procurement, storage, and issue of all provisions and supplies for the mess; and be in charge of the Government property in use by the mess.

(2) Procure no stores for the mess under an agreement where the supplier permits payment upon consumption.

(3) Ensure that no one incurs indebtedness in the name of the mess without written authority of the Mess Treasurer and Mess Caterer.

(4) Approve all menus for the mess.

(5) Coordinate assignment of Mess Management Specialists and Food Service Attendants to the mess with the Food Service Officer. Once personnel are assigned, detail their duties within the mess. In the case of permanent details, such assignment is subject to confirmation by the Executive Officer.

(6) Supervise the preparation and service of food in the mess.

(7) Supervise the cleaning of equipment and spaces assigned to the mess.

(8) Be responsible for the care and cleanliness of officer berthing spaces.

(9) Provide the enlisted personnel whose rations are commuted to mess the same menu as provided the members of the mess and an appropriate place to dine.

c. ORGANIZATIONAL RELATIONSHIPS. The Mess Caterer will be responsible to the Executive Officer regarding assigned duties. Mess Management Specialist and such persons assigned to the mess report to the Mess Caterer.

d. REFERENCE: NAVSUP Publication 486, Vol II (NOTAL).

305.14 NAVAL WARFARE PUBLICATIONS CUSTODIAN

a. BASIC FUNCTION. The Naval Warfare Publications (NWP) Custodian will be responsible to the Executive Officer for maintaining the current allowances of NWPs. He/she will exercise control over the receipt, correction, stowage, security, accounting, distribution, and authorized destruction of all NWPs.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY.

(1) Control the NWP library including receipt, safeguarding, accounting for, and distribution of publications within the command and transfer of the publications outside of the command.

(2) Ensure that the authorized NWP allowance is available for issue.

(3) Ensure that appropriate action is initiated in the event of loss or compromise of a classified publication.

(4) Sign all memorandum records and receipts for publications.

(5) Ensure that changes and corrections to NWPs are entered.

(6) Ensure that NWPs are page-checked upon receipt and after entry of a change in accordance with NWP 0 (NOTAL).

(7) Instruct personnel to whom NWPs are issued as to the security and stowage requirements.

(8) Maintain records and files as required by NWP 0 (NOTAL).

(9) Bring all new publications and corrections to existing publications to the attention of the Commanding Officer, Executive Officer, and other personnel who need to know.

(10) Maintain a destruction bill for classified publications under his/her cognizance and arrange for destruction of such publications as authorized or directed.

(11) Ensure that NWPs in the library are inspected at least once every six months and that the entire NWP library is inspected at least once annually. An informal report will be submitted to the Commanding Officer.

(12) Carry out periodic destruction of superseded publications following current instructions.

(13) Perform other duties as assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The NWP Custodian will report to the Executive Officer for performance of assigned duties and will be responsible to the Security Manager for accountability and control of classified NWPs. Personnel assigned as NWP Clerks will be under the supervision of the NWP Custodian and report to him/her.

#### 305.15 NUCLEAR WEAPONS HANDLING SUPERVISOR

a. BASIC FUNCTION. The basic function of the Nuclear Weapons Handling Supervisor will be to observe nuclear weapons handling operations. He/she will be a technically qualified officer or senior petty officer designated for each nuclear weapons battery or assembly/maintenance capability. The Nuclear Weapons Handling Supervisor may be a technically qualified senior petty officer.

#### b. DUTIES AND RESPONSIBILITIES.

(1) Observe all handling operations involving the physical movement of a nuclear weapon in a launching ship. During this time he/she may also perform the duties of the nuclear weapons technical monitor.

(2) Observe all limited life component (LLC) exchanges. This duty may not be combined with that of the nuclear weapons technical monitor.

(3) Oversee the operation. He/she shall not read check sheets or technical publications except for reference and shall not engage in the physical actions of the operation.

c. ORGANIZATIONAL RELATIONSHIPS. The Nuclear Weapons Handling Supervisor will report to the Weapons Officer.

#### 305.16 NUCLEAR WEAPONS RADIOLOGICAL CONTROLS OFFICER

a. BASIC FUNCTION. The Nuclear Weapons Radiological Controls Officer is responsible to the Commanding Officer for the implementation and management of the command Nuclear Weapons Radiological Controls Program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Coordinate and direct the command's efforts in reducing personnel radiation exposure from nuclear weapons to as low as reasonably achievable.

(2) Keep the Commanding Officer informed on the status of the command's efforts in man-rem reduction.

(3) Review each radiation exposure report from the Navy Dosimetry Center before the exposures are transcribed into individual health records.

(4) Supervise all training associated with the Nuclear Weapons Radiological Controls Program.

(5) Supervise the process authorizing command personnel, visiting nuclear weapons workers, and visitors other than nuclear weapons workers to receive exposure from nuclear weapons.

(6) Review the Nuclear Weapons Radiological Controls Program annually.

(7) Coordinate radiation medical examination scheduling for nuclear weapons workers with the medical department.

c. Organizational RELATIONSHIPS. The Nuclear Weapons Radiological Controls Officer reports through the appropriate chain of command to the Commanding Officer. He/she coordinates radiation health support with the Medical Officer as appropriate.

d. REFERENCE. NAVSEA TW120-AA-PR0-010.

305.17 NUCLEAR WEAPONS SAFETY OFFICER (NSO)

a. BASIC FUNCTION. The Nuclear Weapons Safety Officer (NSO) is the vital element of the Nuclear Weapons Safety Program. He/she may have other duties, but these must not prevent him/her from adequately performing his/her duties as NSO. The NSO may not serve concurrently as the Security Officer or Nuclear Weapons Handling Supervisor. He/she should have a broad working knowledge of each weapons system under his/her observation, but need not be technically qualified in specific areas. He/she need not be in constant attendance during nuclear weapons evolutions but should selectively sample performance during such evolutions. The NSO shall be appointed in writing in each nuclear capable ship and on each staff having nuclear capable ships assigned.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Establish, conduct, and maintain the Nuclear Weapons Safety Program.

(2) Be familiar with the applicable safety rules, ordnance safety requirements, the personnel reliability program (PRP) and security requirements.

(3) Establish a required reading plan which provides for initial reading and periodic review of required publications by designated personnel. Navy Nuclear Weapons Digests (NNWDs) (NOTAL), applicable Navy Nuclear Weapons Bulletins (NNWBs), and nuclear weapon safety bulletins not superseded by the new NNWDs should receive wide dissemination.

(4) Establish a nuclear safety education and training program. Suggested aids are posters, unclassified plan of the day notes, lectures, discussion groups, on-the-job training demonstrations, movies, safety briefings and onboard assistance team visits.

(5) Monitor safety practices and procedures to include weapon handling, safety devices and accident drills. The results should be critiqued with the personnel concerned.

(6) Assist in preparing and verifying weapon and weapons system check sheets.

(7) Assist the Security Manager in random monitoring of personnel reliability program (PRP) documentation.

(8) Ensure that qualified officer and enlisted supervisors are present for all evolutions involving nuclear weapons.

(9) Monitor the personnel reliability program (PRP).

c. ORGANIZATIONAL RELATIONSHIPS. The NSO will report directly to the Commanding Officer on nuclear weapon safety matters.

305.18 PHOTOGRAPHIC OFFICER

a. BASIC FUNCTION. The Photographic Officer will coordinate usage of assigned photographic equipment in accordance with SECNAVINST 5290.1B, Naval Imaging Program.

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**b. DUTIES, RESPONSIBILITIES, AND AUTHORITY**

(1) Develop and maintain a capability of taking pictures on short notice. A unit's photographer and alternate photographer will also be trained to take pictures of reasonable quality under all conditions. The Executive Officer may also designate other assistants.

(2) Maintain custody of the unit's photographic equipment and ensure that photographic equipment and consumables purchased from Operating Target (OPTAR) funds are used for official purposes.

**c. ORGANIZATIONAL RELATIONSHIPS.** The Photographic Officer will report to the Intelligence and Operations Officers on items of intelligence interest; to the Public Affairs Officer on publication information and fleet home town news center pictures; and to the Commanding Officer, via the Executive officer, on damage casualty photography. Personnel assigned to assist the Photographic Officer will report to him/her.

**305.19 RADIATION HEALTH OFFICER**

**a. BASIC FUNCTION.** The Radiation Health Officer will plan, direct, and administer programs for protection of personnel from radiation.

**b. DUTIES, RESPONSIBILITIES AND AUTHORITY.** The Radiation Health Officer will provide consultation regarding the health aspects of exposure to radiation sources and supervise the radiation health protection program following NAVMED P5055 (NOTAL).

**c. ORGANIZATIONAL RELATIONSHIPS.** The Radiation Health Officer will report to the Medical Officer. If no medical officer is assigned, he/she will report to the Executive Officer.

**305.20 RECREATION FUND CUSTODIAN**

**a. BASIC FUNCTION.** Generally, the Recreational Services Officer will be custodian of the Recreation Fund. If another officer is available he/she should serve as custodian for the Recreation Fund. Chaplain Corps officers may not be assigned to this function. Following the Nonappropriated Funds Accounting Procedures Manual and the Afloat Recreation Manual, individuals detailed to duty involving the disbursement of public funds shall not be charged with the handling, custody, or accountability of recreation funds, records, or monies. The Recreation Fund Custodian shall establish necessary internal controls and records to ensure proper receipt, safe-keeping, deposit, disbursement,



and accountability for nonappropriated recreation funds. Reports required by the Afloat Recreation Manual shall be prepared, submitted and maintained by the Recreation Fund Custodian.

b. DUTIES AND RESPONSIBILITIES

(1) Maintain accounting procedures following the Nonappropriated Fund Accounting Procedures Manual (NOTAL) and the Afloat Recreation Manual (NOTAL).

(2) Assist the Recreation Services Officer in the supervision, custodianship and accountability of all recreation property and equipment.

(3) Assist in preparing and maintaining the Recreation Fund budget to support expenditure of nonappropriated funds and of appropriated funds as authorized in Volume II of the Navy Comptroller Manual. The budget must be approved by the Fund Administrator.

(4) Maintain references and source material on the administration of Recreation Fund expenditures.

(5) Prepare and submit a Recreation Fund Financial Statement (NAVPERS 7010/2) as required in the Afloat Recreation Manual and BUPERSINST 7010.15. A copy of all such financial statements will be retained in the activity files and disposed of per SECNAVINST 5212.5C (NOTAL).

(6) In addition to the required Recreation Fund Financial Statement, prepare financial reports on the status of the Recreation Fund and submit them to the Fund Administrator on a regular basis.

(7) Serve as a non-voting member of the Recreation Committee and Recreation Council.

(8) Prepare financial reports on the status of the Recreation Fund for reference and utilization by the Fund Administrator, Recreation Committee, Recreation Council and Recreational Services Officer.

(9) When the Recreation Fund Custodian is absent from the activity for any period beyond 15 days and less than 46 days, the Fund Administrator shall detail in writing another officer to act for the custodian. The person acting in the custodian's absence shall sign a memorandum receipt for all recreation funds and property. When absence is to be for a period of more than 45

days, the custodian shall be relieved following the procedures prescribed in the Afloat Recreation Manual with copies of the audit provided the immediate superior in command.

(10) Where the availability of a commissioned officer to perform the duties of the Recreation Fund Custodian is not appropriate, a letter of request providing detailed circumstances and justification for an exception may be forwarded to Chief of Naval Personnel (PERS-65) for consideration.

(11) Attend the Afloat Recreational Management Course offered periodically by MNPC. Contact the local Fleet Recreational Coordinator for quotas.

c. ORGANIZATIONAL RELATIONSHIPS. The Recreation Fund Custodian will report to the Commanding Officer, through the Recreational Services Officer for the performance of assigned duties.

d. REFERENCES

(1) BUPERSINST 1710.11A, Moral, Warfare and Recreation (MWR) Manual (NOTAL)

(2) NAVSO P-3520, Nonappropriated Fund Accounting Procedures Manual (NOTAL)

(3) Navy Comptroller Manual, Vol. VII (NOTAL)

(4) BUPERSINST 1710.16, Afloat Recreation Manual (NOTAL).

(5) BUPERSINST 7510.1, Local Audits of Nonappropriated Fund Instrumentalities (NAFI's) (NOTAL).

305.21 SECURITY OFFICER

a. BASIC FUNCTIONS. When no full-time security officer is authorized/assigned, the basic functions, duties, responsibilities, and authority; and organizational relationships described in paragraph 303.17 will be assigned as collateral duties to the CMMA. If assignment to the CMMA is not practical, these duties will apply collaterally to an assigned officer assisted by the CMAA.

305.22 TOP SECRET CONTROL OFFICER

a. BASIC FUNCTION. The Top Secret Control Officer (TSCO) will be responsible, under the Security Manager, for the receipt, custody, accounting for and distribution of Top Secret information within the command, and its transmission outside the command

tion within the command, and its transmission outside the command except material distributed by the Communications Security Material (CMS) System.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Maintain a system of accountability which will record the source, downgrading, movement from one office to another, current custodian, destruction, or other disposition of all Top Secret material for which he or she is responsible. The words "for which responsible" are intended to allow deviations from the general rule that there is one TSCO for the command. There may be Top Secret information in the command for which the command TSCO will not be held responsible. Provision has been made, for example, that Top Secret messages handled by communications facilities for relay or broadcast delivery only are not brought under the control of the command TSCO. Responsibilities for accounting, control, and destruction of Top Secret messages in these circumstances have been given to communications supervisors as described in NTP 4, Fleet Communications (NOTAL). Also, in some commands, relatively small amounts of Top Secret material are handled, except in one major command element. A TSCO can be designated for that major element which results in better control of access to and transmission of Top Secret. In this case, the command TSCO would not be responsible for material received only by the major element. This situation occurs sometimes in research and development-type commands. The element TSCO would report to the security manager.

(2) Keep dissemination of Top Secret information to the absolute minimum necessary for proper planning or action. There will be no "standard routing" for Top Secret material in a command.

(3) Transmit Top Secret material within the command by direct personal contact. The TSCO doesn't have to deliver the material personally but the material has to be delivered to the person who is to assume responsibility for it. Top Secret material will never be dropped in a "IN" basket.

(4) Maintain a continuous chain of signed receipts and disclosure records for all Top Secret material. Person-to-person contact is necessary for the receipting.

(5) Ensure that physical inventories of Top Secret material are conducted at least once annually.

(6) Maintain a current roster of persons within the command who are authorized access to Top Secret information. The TSCO should know who in the command requires access and be able

to assist the security manager in determinations of access to be granted in the command.

(7) Ensure that all Top Secret material is accounted for and properly transferred when custodians are relieved of their duties. This requirement applies to the sub-custodian of the command as well as the TSCO.

c. ORGANIZATIONAL RELATIONSHIPS. The TSCO will report to the Security Manager. Personnel assigned to the TSCO will report to him/her.

#### 305.23 WARTIME INFORMATION SECURITY PROGRAM OFFICER

a. BASIC FUNCTION. The Wartime Information Security Program (WISP) Officer will be the head of the Censorship Board and will be responsible to the Commanding Officer. The duties of the WISP will be assigned to the Executive Officer.

##### b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Be responsible for the prompt and proper censorship of communications as set forth in applicable directives of higher authority or when so directed by the Commanding Officer.

(2) Ensure that members of the Censorship Board are properly trained and familiar with pertinent directives.

(3) Call meetings of the Censorship Board when directed by appropriate regulations or superior authority.

(4) Perform other assigned duties.

c. ORGANIZATION RELATIONSHIPS. The WISP Officer will report to the Commanding Officer regarding performance of duties. Members of the Censorship Board will report to the WISP Officer.

#### 305.24 WITNESSING OFFICIAL

a. BASIC FUNCTION. The Witnessing Official/Alternate will assist the Security Manager, TSCO or CMS Custodian in entering changes, conducting inventories and witnessing the destructing of classified material.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The Witnessing Official/Alternates's duties will follow CMS-4 (NOTAL).

c. ORGANIZATIONAL RELATIONSHIPS. The Witnessing Official Alternate will report to the Commanding Officer.

310. HEADS OF DEPARTMENTS

a. GENERAL DUTIES. The Head of a Department (Department Head) of a command or other activity will be the officer detailed as such by competent authority. He/she will be the representative of the Commanding Officer in matters pertaining to the department. All persons assigned to the department will be subordinate to him/her and all orders issued by him/her will accordingly be obeyed by them. In the performance of his/her duties as Department Head, he/she will conform to the policies and comply with the orders of the Commanding Officer.

b. DIRECT COMMUNICATIONS WITH COMMANDING OFFICER. The Department Head will confer directly with the Commanding Officer concerning departmental matters whenever such action is necessary for the good of the department, command or the Naval service. The Commanding Officer will be informed as to the general condition of all machinery and other installations of his/her department, and especially of any circumstance or condition which may affect command safety or operations including the need for and the progress of repairs other than those of a minor nature. Without permission of the Commanding Officer, the Department Head will not disable the machinery or equipment for which responsible when such action may adversely affect the safety or operation of the command. The Executive Officer will be kept appropriately informed of all matters described here.

c. SPECIFIC RESPONSIBILITIES. The Department Head, subject to the orders of the Commanding Officer will:

(1) Organize and train the department for battle readiness.

(2) Prepare and maintain the bills and orders for the organization and operation of the department.

(3) Assign personnel to stations and duties within the department.

(4) Be responsible for the effectiveness of the department. Plan, direct, and supervise the work and training of departmental personnel.

(5) Coordinate the department safety program with the unit's Safety Officer and supervise the department's division safety officers. Ensure all security measures and safety precautions are strictly observed by all persons within the